Scott. II-27—30,004—24-10-44.

DEVELOPMENT (1945) Department.

Mis. SERIES.

Passed

G.O. No. 2057

Dated 28th May, 1945.

[Despatch Abstract.]

ESTABLISHMENT - Industrial - Government Industrial School, Bellary -

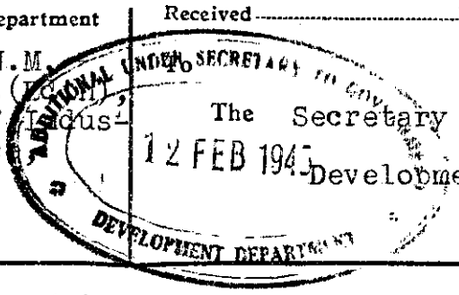
Additional lower division clerk - Appointment of.

S. 12.

9744

Department | Received | Registered

From (Name) Sri Rao Bahadur N.M. Adyanthaya, B.Sc. (Lond.),
Designation Joint Director of Industries and Commerce,
Station Madras.



To The Secretary to Government,
Development Department,
Madras.

Enclosures:

No. C.I.5282/44 dated 9th February 1945.

Sir,

Sub: Government Industrial School, Bellary - Additional clerk (Lower Division Clerk) - Sanction - Requested -

Ref:

The staff in the Government Industrial School, Bellary consists of

one lower division clerk in the scale of Rs.30--55,
one store-keeper ,, ,, and
one attender on Rs.19--33 (sanctioned temporarily).

The lower division clerk is in charge of the following items of work and is responsible for the custody of cash and maintenance of accounts and various other registers.

1. Maintenance of Permanent Advance Register.
2. ,, Contingent Register.
3. Statement of Expenditure in Form A.
4. Statement of Receipts.
5. Cash Book.
6. District Board and Municipal Scholarships Registers.
7. Register of cheques received and cashed.
8. Preparation of pay bills, scholarship bills, travelling allowance and contingent bills.
9. Maintenance of acquittance registers.
10. ,, service registers.
11. Register of Bills due from private parties.
12. ,, invoices
13. Cash receipt books.
14. Service rolls of workmen.
15. Current registers.
16. Casual leave register and other miscellaneous registers.

In addition to the above, he has also to attend to the general correspondence ~~for~~ the submission of periodical returns (about 50 in number), Budget and Administration Reports, drawing of cash from and remittances to the Bank, disbursement of cash etc., Further, he has to supervise the work of the War Technician Section and maintain the cash books and bills relating to that section. As it is not possible for a single clerk to manage the entire work, the following*items of work are now attended to by the attender although many of the items require to be done by a clerk.

*Despatching, fair copying, typing, maintenance of attendance registers of the apprentices and labourers, Job order registers, records, stationery and library registers.

2. The number of Job orders booked and completed by the school and the amount of cash transactions during 1943 and 1944 are furnished below:--

No. of job orders booked.		Completed.
1-1-1943 to 30-6-1943	.. 190	180
1-7-43 to 31-12-43	.. 296	265
1-1-44 to 30-6-1944	.. 247	192
1-7-44 to 31-12-1944	-- 328	244

pto

2.

	Receipts.	Rs.	As.	P.		Expenditure.		
1-1-43	to 30-6-43	5,006	10	0	Rs.	12,366	1	4
1-7-43	to 31-12-43	3,626	11	6	"	11,399	6	6
1-1-44	to 30-6-44	4,692	8	6	"	11,707	11	9
1-7-44	to 18-12-44	5,931	10	10	"	11,201	15	3

3. I inspected the school on 22-11-1944 and am convinced that there is a good deal of clerical work and that the immediate strengthening of the clerical staff in the school is quite necessary.

4. In the circumstances, I request that Government may be pleased to sanction the employment of an additional lower division clerk on Rs.30--55 per mensem for a period of one year in the first instance.

5. The extra expenditure involved in the proposal will be met out of the existing provision in the Budget Estimates.

for Joint Director of Industries and Commerce.

s.n. 10.2.

Pl. issue 11/2/45 (DN)

Memo No 9744 D/45-1 d 19-2-45

Sub Establishment - Industries - Govt Ind School, Bellary - Additional Inst division clerk - Proposal

Ref from the DIIE, No C.I. 5282/44 d 9.2.1945

Copy of 1 of (E)

In his letter No 816 E/44 d 22.3.44 to the Govt, the DIIE reported there was a clerk for work relating to War Technicians scheme in addition to the 2 Inst division clerks and Store clerk in the Govt Industrial School Bellary, but in the letter cited, mention has been made only of the latter two.

Copy of 1 of (E)

The DIIE is requested to report whether there is no third clerk for War Technicians Scheme at present. He is also requested to state, if the third clerk is still employed in the school, whether in the light of the reduced work relating to the W.T. Scheme, as observed by the Third Adviser during his recent

Copy of 1 of (E)

Visit to the School, this week cannot be distributed among the three days without complicating an already crowded day

Dpd Engr
J. de Dzeu
R 18.3.45

To Admiralty from the papers in (E), it is suggested that the position set out by Mr. Dzeu in his letter of 1-2 Cf is not correct. Subject to orders, a draft answer to Dzeu for perusal is submitted along the following lines

Dev dept

SA unit : D/2017

Memo No: 9744D/45-2-07-1943-45

Subject: Establishment - Industries - Government Industrial School, Bellary - Additional lower division clerk - Proposals

Ref: Govt Memo No: 9744D/45-1-07-1942-45

The D I G C is requested to state when a reply to the memo read above, may be expected.

Asst
19.5.45

Asst
19.5.45

To The D I G C.

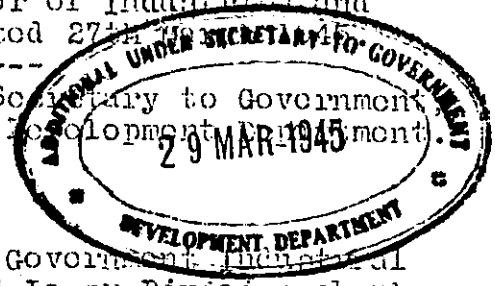
R 15.4.45

20071/45
29.3.45

No.5282-C1/44 Office of the Director of Industries and Commerce, Madras, dated 27th March 1945.

From Sri Rao Bahadur,
N.M.Adyanthaya, B.Sc.(Edin),
Joint Director of Industries and Commerce, Madras

To the Secretary to Government, Development Department.



Sir,

Sub:- Establishment - Industrial - Government Industrial School, Bellary - Additional Lower Division clerk -- Proposals Regarding.

Ref:- Government Memo.No.9744-D45-1, dated 19-2-45.

In addition to the Lower Division clerk and the Store-keeper in the Government Industrial School, Bellary, a clerk is employed under the War Technicians Training Scheme in the school. The present strength of the War Technicians Training class is reported to be 24. This clerk has to deal with the correspondence and accounts relating to the War Technicians Training Scheme and the hostel attached to it. He is therefore unable to do any extra work connected with the main school. In the circumstances, an additional clerk is very necessary for the school. I request that Government may be pleased to sanction the clerk asked for in my letter No.5282-C/44, dated 9-2-45.

for Joint Director of Industries & Commerce.

MVS/28-3.

Done 6.4.65

29/6/64

Memo No 9THH-DJ/45-3-DJ.5.24.65

Sub: Establishment - Instructs - Govt Industrial School, Bellary - Additional lower division clerk.

Ref from the Jt DIGE No C, 5282/44 dt. 9.2.45 and 27.3.45.

The statements contained in the [2nd] paragraph of the first page of the letters cited regarding the distribution of work between the [two existing lower division clerks], in respect of the War Technicians Scheme, are contradictory. The Jt DIGE is requested to reconcile the statements in both the letters with reference to the actual facts and to justify

pp 1-2 cf

p 7 cf

X on p 1 cf d

X on p 7 cf

X on p 3 cf

10

in greater detail its [illegible] for

C.F. 32.

29313 2/45

Industries & Commerce Department

Received ..... Registered .....

From (Name) Sri Rao Bahadur N.M. Advanthaya, B.Sc., (Edin.)
Designation Joint Director of Industries and Commerce,
Station Chepauk, Madras.

To

The Secretary to Government,
Development Department,
Madras.

Enclosures:

No. C1-5282/44 dated 11th May 1945.

Sir,

Sub: Establishment - Industrial - Government Industrial School, Bellary - Additional lower division clerk.

Ref: Government Memorandum No.9744-D/45-3 dated 5-4-45.

In para 1 of my letter dated 9-2-45, it was stated that, in addition to the work mentioned, the school clerk had also to "supervise" the work of the War Technician section and maintain the cash book and bills relating to that section, and, in my letter dated 27-3-45, it was also stated that the War Technician Training Clerk has to "deal" with the correspondence and accounts relating to War Technician Training scheme and the hostel attached to it. Although the above statements might have appeared contradictory at first sight they are not really so if the details of work are considered. The War Technician Training scheme is in the immediate charge of the Superintendent of the School who is responsible

p.t.o.

12

for the handling of cash and accounts etc. of that section. In his own interests, therefore, he has to ask the school clerk, who is a permanent member of the staff, to exercise supervision over the work of the War Technician Training Section clerk who is only temporary and who cannot therefore be entrusted with cash etc. The War Technician Clerk does all the clerical work relating to his section but the school clerk exercises supervision and handles cash and this involves additional work. If an additional clerk is appointed in the school, the work now done by a single clerk including supervision can be divided between the two. In the circumstances, I request that Government will be pleased to sanction the employment of the additional clerk asked for in the school.

12/5

for Joint Director of Industries & Commerce.

C.G-12/5.

12/5.

Dev. Dept

Issued docket
Rs 28.5.45
SS 29/5

Fp 1-2 cs
2 11-12-45

Sub Establishment - Industries - Government Industrial School, Bellary - Additional lower division clerk - Appointment of.

Read from the Jt DEE, No C. 5-282/44 dated 9.2.1945 and 11.5.45

Order No 2087 Ms Dev dated 28.5.45

Sanction is accorded to the employment, temporarily for a period of one year from the date of appointment, of a lower division clerk on Rs 30-55 form in the Govt. Industrial School, Bellary to cope with the increased clerical work in the School.

A on Fp 2 cs & X on Fp 8 ms
for Rs 30-55
form 30.5.45 Fp 2 cs

To the DEE
A.G. (thro' Fin)
Jt DEE
28-5-45

SS 29/5/45 for 16/5/45

Dev Dept

Subs:- Establishment - Industrial - Govt Industrial School, Bellary.- Additional lower Division clerk

Proposals [illegible]

C No. 9744 J/45

Ref:- letters from the Dt. D I & C. No. C. 1. 5282/44 dt 9.2.45 and 5282-IC1/44 dt 17.3.45 [illegible]

[illegible] letters from the Dt. D I & C on the above

This memo is sent to him at pp 3-4 ante and his reply at p 7 ante

The Dt. D I & C has submitted a proposal to create an additional lower Division clerk on Rs. 30-1-35 (existing) for the Govt Industrial School Bellary. There will primarily be [illegible] on p 1 ante. The only lower division clerk in the School by the separation of the Work Technicians' Section relating to Work Technicians' Schools, it has been decided from this [illegible] lower division clerk and the clerk in the School.

The Dt. Director is a clerk under the Work Technicians' Scheme in the school, separately.

'A' on p 2 ante

X on p 7 ante

This clerk is, it is stated, not able to do any extra work connected with the main school due to the heavy burden of this work in the War Technicians Scheme. On G.O. (MS) 26 Dec. 43 — 3.1.45 the Govt. negatived the proposal of D.I.O. Cuddalore for the conversion of one of the ports of L.D. clerks into that of Asst. port in the Govt. Industrial School. Reclassification on the basis of the ~~duties~~ furnished by him on the circumstances explained by the D.I.O. it is — for orders whether the recommendation of the D.I.O. ~~will be accepted. The case may be sent to this Dept. for sanction~~ for the appointment of an additional Asst. Lower Division Clerk will be accepted.

P.2 "A" E

H.7-13 mf E

A on p.2 of

The case may be sent to this Dept. for remarks.

It seems difficult to reconcile the statement of the D.I.O. at X on P.1 C.F. with that on P.7 C.F. The former (Inspectress) that

the L.D. clerk has to maintain the work books etc of the War Technician Section as one of the terms of work for which relief is necessary, while the latter states that a different clerk altogether - (the War Technicians Training Scheme clerk) - deals with such terms of work.

Re J.D.H. may be added & Female Clerk Typist Shorthand

However for the reasons explained by the Th. D.E.C., another L.D. clerk may perhaps be sanctioned to deal with the heavy work otherwise existing in the School. If so, Fin may all

3/4/4

To Add H.S.

With reference to orders of Secy at X on f 3 above, a draft memo to the D.E.C. is

is submitted for approval.

It is presumed that the case is not to be sent to this Dept before the receipt of the reply from the Dte to the memo now putting.

Issue

[Issued on Memo No. 9744 dated 5-6-45]

[Read letter from the Dte HQ No. C1.8282/44 dated 11-5-45]

~~The reply from the Dte is received & put up herewith. If this file may now be sent to this Dept for consideration of the additional sanction of one Dte at Bellary Girls School.~~ Please see the memo issued to the Dte on pp 9-10 ante and his reply on pp 11-12 ante. The Dte has explained the discrepancies in the two statements at 'X' on p 1 ante and at 'X' on p 7 ante.

It appears that the School clerk supervises the work of the War Technician tracing clerk and also maintains cash books etc of the War Technician Training Scheme while the War Technician clerk attends to the correspondence and other items of work relating to the scheme and to the Hostel attached to it. A' on p 11 C. f B' on p 11 C. f

The case may now be sent to Fin. for remarks on the proposal of the Dt. DIG for the employment of an additional L.D. clerk on Rs 30-55 p.m in the Govt. Industrial School Bellary for a period of one year in the first instance. A' on p 2 C. f

[This dept already supports the proposal of the Dt. DIG - please see orders at 'A' on p 3 above] Ca 18.5.45

Dy 18.5.45 Finance

ASST. SECRETARY TO GOVERNMENT 21 MAY 1945 FINANCE DEPARTMENT

2345

Dept No. 9744 D/45-4 Dy 19.5.45

Finance(E-II).

Development
Please see the notes from p.1 above.

The question for consideration is whether there is justification to sanction an addl. L.D. Clerk for the Govt. Industrial School, Bellary. Beyond the statement that the clerk has in addition to his work, to supervise the work of the ~~ex~~-clerk sanctioned for War Technician Scheme, the D.I. & C. has not furnished any ~~idea~~ details as to the state of clerical work in that office It is, however, observed from the statement on p.7 n.f. of G.O. at (E) that the average work in the school is light viz., 1.6 current per clerk per day during war time which compares very favourably with that in the Govt. Industrial School, Calicut. Even allowing for the fact that the clerk has to supervise the work of the clerk sanctioned for War Technician Class, the present state of work does not seem to justify the appointment of an addl. L.D. Clerk in the school. Finance may advise that the proposal be turned down.

10:/

If, however, it is decided ~~in favour of~~ to accept the proposal for the reasons given on pp.11-12 C.F., it is not necessary to treat it as a "New Service", as the extra cost involved is Rs 721 p.a. only. The post may be sanctioned temporarily for 1 year as suggested by Dept. see also para 3, ante/cf

CB 22.5.45 WD 22.5.45

ADVISER TO HIS MAJESTY'S GOVERNMENT 24 MAY 1945 DEVELOPMENT DEPARTMENTS

23.5.45

Cost Rs 12 x 12 x 1 = 721-2 pc

Desp no ASJ Dt 23.5.45

Fin no 23456 & II-1 23.5.45

Dev.

To Addl A.S.

Please see the notes of the Fin Dept. at ~~p/c~~ ~~above~~ X above

It is the opinion of the Fin. that in view of the recommendation made by the Jt D.F/C in his letter CF-5282/44 dt 9th Febr 45 ~~p/c~~ 1-2 Cf (para 3) the post of an additional may be sanctioned temporarily for a period of one year. ~~as desired~~ for orders.

A draft order is submitted below for approval.

RK 24.5.45

Dev 25.5.45

SK 25.5.45

S. Sivaswamy

[Issued as G.O. no 2057 Fin Dev dt 28.5.45] Clerk